

Retention and Classification Report

Agency: Department of Public Safety (809)

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Records Officer Denise Gotch

02266	Annual reports
02268	Correspondence
02275	Crash summary reports
80406	Grant awards
82975	Invoices
04548	Personnel selection records

AGENCY: Department of Public Safety

SERIES: 2266

3

TITLE: Annual reports

DATES: 1950-

ARRANGEMENT: Chronological.

DESCRIPTION:

This series contains reports of Department of Public Safety activities from the previous year with information pertaining to agency activities, agency staff, public safety, drivers licenses, emergency management, law enforcement, criminal identification, crime, fire, peace officers, and fiscal and financial operations.

RETENTION:

Retain until transferred to the State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series provides an overview of the primary functions and activities of the Department of Public Safety.

AGENCY: Department of Public Safety

SERIES: 2266

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety

SERIES: 2268

3

TITLE: Correspondence

DATES: 1951-1978; 1982-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies, procedures and achievements. Includes electronic mail that communicates the above. Includes correspondence of Public Safety commissioners as well as department correspondence.

RETENTION:

Retain Archives custody

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/31/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Public Safety

SERIES: 2268

TITLE: Correspondence

(continued)

APPRAISAL:

Administrative Historical

These records document policy and programs through related correspondence.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety

SERIES: 2275

3

TITLE: Crash summary reports

DATES: 1955-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains reports created by the Department of Public Safety produced each year to identify and describe the trends and effects of traffic crashes in the state. The reports contain information pertaining to injuries, fatalities, crashes, alcohol, drugs, motorcycles, pedestrians, and bicycles.

RETENTION:

Retain until transferred to the State Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Public Safety

SERIES: 2275

TITLE: Crash summary reports

(continued)

APPRAISAL:

Administrative Historical

These records document statistics of traffic crash events and summarize yearly trends in vehicles, alcohol, drugs, fatalities, injuries, pedestrians, and bicycle crashes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety

SERIES: 80406

3

TITLE: Grant awards

DATES: undated

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain quarterly narrative reports and projects utilizing grant funds, stating the rates and amounts of grant funds being used. Included are letters of approval for grant funds to various law enforcement agencies, audit reports of grant funds, and accounting reports determining how efficient the grant funds are being utilized.

RETENTION:

Retain 3 years after grant has expired.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after grant has expired and then destroy.

APPRAISAL:

AGENCY: Department of Public Safety

SERIES: 80406

TITLE: Grant awards

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety

SERIES: 82975

3

TITLE: Invoices

DATES: 1980-

ARRANGEMENT: Numerical by invoice number

DESCRIPTION:

This is a standard Public Safety invoice used specifically for the Division of Utah Highway Patrol. INCLUDES who was sold to, invoice number, quantity, description of materials being sold, P.O. number, invoice number, date, unit price, total amount to be purchased, total amount due, and authorized signature for purchase.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 06/07/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

The invoice retained by the Utah Highway Patrol is a copy. The original is given to the customer.

AGENCY: Department of Public Safety

SERIES: 82975

TITLE: Invoices

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety

SERIES: 4548

3

TITLE: Personnel selection records

DATES: 1977-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Correspondence, letters, telegrams, offering appointments to potential employees. These files contain offers that are declined. Those offers accepted will be maintained in the employee personnel file.

RETENTION:

Retain 3 years after hiring decision is made.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 43.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until hiring decision is made and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

AGENCY: Department of Public Safety

SERIES: 4548

TITLE: Personnel selection records

(continued)

PRIMARY CLASSIFICATION:

Private